

11D PAM 1-201
COMMAND INSPECTION CHECKLIST

FUNCTIONAL AREA: Medical	CHAPTER: 5 SECTION: D	DATE OF REVISION: 1 SEP 02	
PROPONENT/PHONE NO: Division Surgeon 350-3334/3329	PROGRAM/ACTIVITY/TOPIC (PAT) Medical Maintenance	UNIT INSPECTED/DATE:	
ITEM		GO	NO-GO
<p>A: References: Are the following references on hand or available?</p> <ol style="list-style-type: none"> 1. AR 40-61, Jan 95, Medical Logistics Policies and Procedures. 2. AR 220-1, Sep 97, Unit Status Reporting. 3. AR 700-138, Sep 97, Army Logistics Readiness and Sustainability. 4. AR 710-2, 31 Oct 97, Inventory Management Supply Policy Below the Wholesale Level. 5. AR 750-1, Jul 96, Army Materiel Maintenance Policy and Retail Maintenance Operations. 6. AR 735-5, 31 Jan 98, Policies and Procedures for Property Accountability. 7. DA Pam 710-2-1, Dec 97, Using Unit Supply System (Manual Procedures). 8. DA Pam 710-2-2, Sep 98, Supply Support Activity System: Manual Procedures. 9. DA Pam 738-750, Aug 94, Functional Users Manual for The Army Maintenance Management System (TAMMS). 10. DA Pam 750-35, Aug 94, Guide for Motor Pool Operations. 11. TB MED 7, Jun 92, Maintenance Expenditure Limits for Medical Materiel. 12. TB MED 521, Jun 81, Management and Control of Diagnostic X-Ray. 13. TB 8-6500-MPL, Mandatory Parts Lists for Medical Equipment. 14. TB 38-750-1, Instructions for TAMMIS for Army Units. 15. TB 38-750-2, Maintenance Management for Medical Equipment. 16. TM-DPSC-6500-RPL, Medical Repair Parts Reference List. 17. TM 8-6500-001-10 PMCS, Preventive Maintenance, Calibration and Services Manual. 18. TM 9-243, Care and Maintenance of Hand Tools. 19. Current SB Series, Army Medical Supply Information (12 Months). 20. SB 700-20, Army Adopted/Other items selected for list of Reportable items. 21. SC 5180-8-A10, Tool Kit Medical Organizational Maintenance. 22. SC 5180-a-a14, Tool Kit, Medical Maintenance, Repairman. 23. AISM 25-HKH RZT-CT2-UM, Automated Information Systems Manual. 24. SERVICE LITERATURE, Standard: The appropriate TM and/or Manufacture's service literature is available for each type of medical equipment on hand. <p>B. The following specific questions are for BAS/FSB/MSB only:</p> <ol style="list-style-type: none"> 1. Is all medical equipment clean and operational (AR 40-61, Chapter 6-4c(1))? 2. Are TM's or operator's manuals on hand for all medical equipment (AR 40-61, Chapter 6-3b(2e))? 3. Is all MTOE medical equipment requiring a PMCS listed in the ULLS computer and is there a valid Equipment Maintenance and Inspection Worksheet (5988-E) and/or DA Form 2404 on hand? (AR 40-61 Chapter 6-4 (c)) 			

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<p>4. Can 10% of assigned operators correctly operate medical equipment and perform a proper PMCS? Assigned_____ Tested_____</p> <p>5. Are scheduled maintenance, services, and calibrations being conducted IAW TM's/operator's manual and annotated on DD Form 314 (DA PAM 738-750, Chapter 3-3(a), b-1)?</p> <p>6. Are DA Form 2407's (Maintenance Request) maintained of non-operational equipment and turn-ins (DMSO SOP and DA PAM 738-750, Chapter 3-6 (c)4-5)?</p> <p>7. Do soldiers involved with taking X-rays have proper film badges assigned (FSB/MSB only) (AR 40-5, Chapter 9-8 (a, b)?</p> <p>8. Is DD Form 1952 properly maintained at the appropriate level for all X-ray personnel (FSB/MSB only) (TB 38-750-2)?</p> <p>9. Does X-ray and defibrillator equipment have a DD Form 2163, Medical Equipment Certification (FSB/MSB only) (TB 38-750-2, & AR 40-61 Chapter 9-8 (c, d)?</p> <p>C. The following specific questions are for DMSO only:</p> <p>1. Are the files set up in accordance with AR 25-400-27, Chapter 5-9?</p> <p>2. At a minimum, is there a file for:</p> <p>a. Completed DA Forms 2407 on file for 90 days (DA Pam 738-750, Chapter 3-6e(4a)?</p> <p>b. Equipment that has been evacuated to Support Maintenance, (DA Pam 738-750, Chapter 3-6a(1a)?</p> <p>c. Work orders placed in a parts ordered status (TM-DPSC-6500-RPL)?</p> <p>d. Each X-ray unit or system complete with:</p> <p>(1) Annual calibration forms complete with pictures or print outs and the serial numbers of the TMDE used?</p> <p>(2) Copies of all DA Forms 2407 generated over the life of the x-ray (TB MED 521, Chapter 10-3c(3)?</p> <p>(3) FDA Form 2579 as required by AR 40-61 and TB MED 521, Chapter 6-15(4d)?</p> <p>e. DA Forms 5624-R for 1 year of defibrillator calibrations (TB 38-750-2 & AR 40-61 Chapter 6-6e)?</p> <p>f. DA Forms 2406 on reportable medical equipment from the last 6 months (AR 220-1 and TM 6500-001-10-PMCS & AR 220-1 Chapter 6-2)?</p> <p>g. Work Order Registers from the last 6 months for: (TB 38-750-1)</p> <p>(1) The First Scheduled Work Order Register of each month?</p>		

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<p>(2) The first Unscheduled Work Order Register of each month (Consolidated DA Form 2405 for units without TAMMIS)?</p> <p>h. A current copy of the unit's MTOE?</p> <p>i. Are the ERC codes for the equipment listed correctly (AR 220-1, Appendix B</p> <p>j. Are the scheduled services scheduled IAW the applicable references (AR 40-61 Chapter 6-2b(3)?</p> <p>k. Are the AMDF update tapes and TAMMIS software edition current (TB 38-750-1)?</p> <p>D. Supply Procedures:</p> <p>1. Parts Ordering (Current Supply Regulations): (AR 710-2-2 Chapter 23-19)</p> <p>a. Does the shop maintain a single document register for expendable and durable items, (AR 710-2-2 Chapter 23-19)?</p> <p>b. Does the due out report from supply indicate that the parts are on order (AR 710-2-2 Chapter 23-20)?</p> <p>c. Does the SOP indicate a date for submitting AF1's?</p> <p>d. Are the AF1 procedures being followed and status checked?</p> <p>e. Do the maintenance personnel understand the information that is available on each set of Compact Disc and how to use them?</p> <p>f. Is the unit making every attempt to look up parts and order them with the National Stock Number?</p> <p>2. Repair Parts Management (Maintenance Update, current edition):</p> <p>a. Does the unit have and maintain a PLL and has it been signed by the commander within the last year?</p> <p>b. Does the shop have a Customer Assistance Guide or External SOP published to all sections or customers (AR 40-61 chapter 6-2b(1)?</p> <p>c. Does the organization follow the internal SOP and Customer Assistance Guide/External SOP (AR 40-61 Chapter 6-2)?</p> <p>3. TMDE (TM8-6500-001-10):</p> <p>a. Does the Unit have an Operator Maintenance Program, (AR 40-61 Chapter 6-4)?</p> <p>b. Are the current DA Forms 2404 on file with the Section NCOIC?</p>		

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<p>b. Are the results of the operator PM utilized and work orders submitted to maintenance within 3 working days?</p> <p>d. Does the shop meet or exceed the standards for completed scheduled services for each of the last 6 months?</p> <p>(1). 85% of preventive maintenance services scheduled monthly?</p> <p>(2). 90% of calibration services scheduled monthly?</p> <p>(3). 90% of electrical safety tests scheduled monthly?</p> <p>4. Repairs, Calibrations, and Special Services (TM 8-6500-001-10):</p> <p>a. Are work orders processed to a repaired or parts ordered status within 14 days of Julian date of turn-in?</p> <p>b. Are electrical safety tests being performed after repairs have been completed and documented on the DA Form 2407 (AR 40-61 Chapter 6-5c)?</p> <p>c. Does all equipment that requires calibration services have a DD Form 2163 affixed to the unit and are they updated (AR 40-61 Chapter 6-6c)?</p> <p>d. Is there a program for condition coding equipment that ensures accurate, cost effective coding and turn-in?</p> <p>e. Is there a system for reporting recurring problems or safety hazards with medical equipment or repair parts (AR 40-61 Chapter 6-5 (d, e)?</p>		

Rating standard - Medical Maintenance

- Commendable - All inspected areas are rated a "GO".
- Satisfactory - Items for BAS/FSB/MSB are A (2, 5, 6, 7, 15, 20, 24), B (1, 4, 5, 6) and DMSO Items C2 (a, b, c), C2 (3, e, j), D1 (a, e), D2 (b, c) and D3 (a) must receive a "GO".
- Needs Improvement - A "NO-GO" on any of the above critical inspection items.

Inspector's Comments Mandatory for all NI items. (Attach additional sheets if necessary.)

NOTES:

VERIFICATION

X _____
Unit POC's Signature, Name, Rank, Date

X _____
Inspector's Signature, Name, Rank, Date